



NUR AINA SYAFIQAH BINTI MUHAMMAD ROSLI

INFORMATION MANAGEMENT INTERNSHIP

CONTACT

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SOFT SKILLS

- I can convey ideas clearly, listen actively, and work well with colleagues, as effective communication is crucial in a professional setting.
- I can collaborate with diverse teams, contribute to group projects, and resolve conflicts cooperatively.
- I can quickly adapt to new environments, technologies, or tasks, demonstrating my flexibility and ability to handle change.
- I know how to build positive relationships, resolve conflicts, and interact professionally with colleagues.

HARD SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proficient in using social media such as TikTok.
- Good knowledge in editing using Canva and Capcut.

MANAGEMENT SKILLS

- Information and Data Management.
- Database Systems.
- Records Management.
- Data Analysis.
- Data Entry.

LANGUAGES

- Malay - Full Professional Proficiency.
- English - Full Professional Proficiency.

OBJECTIVE

As a motivated and ambitious student pursuing a Diploma in Information Management from Kelantan Mara University of Technology, Machang Campus, I am eager to embark on opportunity where I can apply my knowledge and skills in the field of information management. I bring a strong foundation in information systems, data management, and information technology, and I am excited to contribute to a dynamic organization while further developing my expertise.

KEY QUALIFICATIONS

- Solid understanding of information management principles, including data organization, database design, information security, and records management.
- I have a genuine passion for information management and its role in organizational success.

EDUCATION

Diploma in Information Management

Kelantan Mara University of Technology, Machang Campus | 2022-2024

- Recent CGPA : 3.39

INVOLVEMENTS

- Held a position as the secretary of the PEERS UiTMCK club.
- Involved as a netball athlete in the UiTMCK representative of the 2022 East Coast IPT sports tournament.

ACHIEVEMENTS / AWARDS

- Received the 1st semester dean's award.
- Actively participated in group projects, demonstrating strong teamwork and communication skills.

GOALS

- Acquire hands-on experience in my field of study to apply the knowledge learned in the classroom.
- Improve my proficiency in specific software, tools, and technologies.
- Build a professional network by connecting with colleagues, supervisors, and industry professionals.
- Learn from experienced professionals in the field and expand my skill set in a real-world setting.
- Contribute to the success of your organization by providing valuable insights and support in information management.

REFERENCE

Mrs. Nik Nurul Izzati Nik Rosli

Lecturer

Kelantan Mara University of Technology, Machang Campus

Contact Number : 013-2908172